



# ***COMMITTEE of the WHOLE***

## ***CITY COUNCIL***

**MINUTES**  
**May 4, 2009**  
**5:00 P.M.**

### **COUNCIL MEMBERS PRESENT:**

V. Spencer, D. Sterner, M. Goodman-Hinnershitz, M. Baez, S. Marmarou, J. Waltman

### **OTHERS IN ATTENDANCE:**

L. Kelleher, S. Katzenmoyer, C. Younger, R. Hottenstein, T. Butler

Mr. Spencer, President of Council, called the Committee of the Whole meeting to order at 5:00 p.m. He noted that Mr. Fuhs is out of town on business.

### **I. Executive Session**

Council entered executive session at 5:01 pm to discuss litigation. Council exited executive session at 5:20 pm.

### **II. RFP Updates**

Mr. Denbowski, Mr. Geffken, and Mr. Cituk joined the meeting.

Mr. Hottenstein stated that the City issued RFPs for the collection of delinquent recycling and trash collection and for the collection of miscellaneous fees and taxes (per capita tax, business license fees, housing permits, etc.)

### **Recycling-Solid Waste Collection RFP**

Frank Denbowski, Solid Waste Manager, stated that the committee reviewing the Recycling-Solid Waste RFP interviewed five applicants and is prepared to move forward with a recommendation for the contract to be awarded to Portnoff, as their approach includes a legal component. Portnoff currently collects the City's delinquent property taxes. Mr. Denbowski stated that collection procedures with a legal component have improved success rates, as the City has seen with the property tax collection. Portnoff will also handle properties that have entered bankruptcy.

Portnoff proposed the following collection process:

- Certified letter when the account is 30 days delinquent and offers a payment plan
- \$500-\$1500 – 3 month payment plan
- over \$1500 – 6 month payment plan
- Negotiated plan for hardship issues

Mr. Denbowski stated that only owner occupied properties are eligible for hardship payment plans.

Mr. Waltman inquired if the City or Portnoff receives payment first or if the payment is prorated. Mr. Denbowski stated that Portnoff receives their fee first, but he noted that Portnoff fees are not taken from the amount due to the City. Portnoff's collections fees are applied on top of the amount owed to the City.

Mr. Denbowski stated that before collections can begin the Solid Waste and Recycling Ordinances must be amended to include the fees that will be applied by Portnoff.

### **Miscellaneous Delinquent Collections RFP**

Mr. Hottenstein stated that in response to the resolution adopted by Council at the end of 2008, the Administration issued an RFP to begin the collection of delinquent and unpaid taxes such as per capita, earned income, business license fees, housing permits, etc. Seven responses were received and are currently being reviewed by a selection committee. A recommendation will be made at the last Council meeting in May. He stated that Portnoff did not submit a proposal for this collections area.

Mr. Marmarou inquired if the Administration could provide an estimate on the total amount currently outstanding, noting the importance of having this figure as we begin discussing the 2010 budget. Mr. Hottenstein stated that this estimate has not been prepared.

Mr. Hottenstein stated that the City will also be looking for a firm that includes a legal component in this collection area.

The meeting adjourned at 5:45 pm.

Respectfully Submitted  
Linda A. Kelleher, CMC  
City Clerk

